

 <b>WAKE FOREST UNIVERSITY</b>	SAFETY_006	<b>Revision Date:</b> 11/29/14
	<b>POWERED INDUSTRIAL VEHICLE / EQUIPMENT</b>	<b>Developed by:</b> Environmental Health & Safety
<b>Effective Date:</b> November 4, 2003		<b>Approved by:</b> Associate Vice President, Strategy and Operations <i>Emily Reese</i> 11/29/14

**1. PURPOSE**

Wake Forest University employees, who are authorized by their supervisors to operate Powered Industrial Heavy Equipment, will be trained and evaluated for safety and competency of equipment prior to operating.

**2. REFERENCES**

OSHA Standard 1910.66, 1910.67, 1910.68, 1910.178

**3. DEFINITIONS**

**Powered Industrial Vehicle/Equipment includes:**

- Forklifts
- Platform Lifts
- Box Trucks
- Dump Trucks
- Skid Loaders
- Scissor Lifts (Genie Lift)
- Front-End Loaders
- Tractors
- Backhoes
- Street Sweeper
- Leaf Truck
- Bucket Trucks

**4. RESPONSIBILITIES**

**4a. Environmental Health and Safety (EHS)**

EHS is responsible to identify applicable regulatory requirements pertaining to Powered Industrial Vehicles/Equipment Program.

#### **4b. Fleet Services**

Fleet Services maintain Powered Industrial Vehicle/Equipment in accordance with manufacturer's guidelines.

Make repairs to equipment, as necessary, and remove "*Danger-Do Not Operate*" tag.

#### **4e. Supervisor**

Supervisors ensure that designated operators / authorized personnel are trained using equipment safely and following procedures, as required.

Oversee operators and authorized personnel to ensure equipment is being used as designed and in a safe manner.

#### **4d. Competent Operator/Instructor**

Authorized to conduct specific equipment training. Training will include both a written and hands-on test.

Responsible for conducting all elements of training for authorized operators or new employees in training.

Know the equipment and its capacity and any specific hazards before operating the equipment.

Return completed equipment inspection forms to EHS Office for record retention.

#### **4c. Authorized Personnel:**

Perform pre-operation inspection of equipment.

Complete Pre-Operation Checklist and Powered Industrial Heavy Equipment Inspection form.

Operate equipment as designed for intended use.

Report equipment malfunctions to Fleet Services.

Tag-out equipment and take out of service if equipment is unsafe to operate.

## 5. PROCEDURE

### 5a. Inspections

Powered Industrial Heavy Equipment inspections must be conducted by each operator prior to each use. Documentation of the inspection is to be recorded on the Powered Industrial Heavy Equipment Inspection Form. Once the form is complete, the form must reside on the piece of equipment while equipment is in use. Completed inspection forms must be submitted to the EHS for filing.

If the equipment inspection identifies an unsafe malfunction, it is to be noted on the inspection form. The operator is responsible to take the equipment out of service & remove the key. A “*Danger-Do Not Operate*” tag must be affixed to the steering wheel and the inspection form and key must be submitted to Fleet Services.

The operator who removed the equipment from service is responsible to inform Fleet Services of the unsafe condition or malfunction and turn in the key and inspection form.

The equipment must remain out of service until repairs are made. Fleet Services will remove the “*Danger – Do Not Operate*” tag once repairs have been made.

### 5b. Operators

Wear all protective equipment and personal safety devices issued or required by job conditions (i.e. hard hat, safety shoes, eye protection, gloves, hearing protection, reflective vest or shirt, etc).

Do not modify or remove any part of the equipment, such as removing or modifying the rollover protection structures or the falling object protective structure, or disarming safety-warning devices.

Seat belt use is required as applicable to equipment.

Always look before backing up.

Carry loads low and balanced as much as possible and never overload or carry an unstable load.

Do not approach power lines with equipment until all locating & authorization is complete and granted.

Do not jump on or off of a piece of equipment while it is moving.

Do not carry “passengers” on equipment.

Never lift, swing, or move a load over the top of an individual standing/walking or over an occupied vehicle.

Avoid steep slopes and unstable surfaces.

Do not disarm safety-warning devices.

Adjust speed to conditions and obey all traffic signs and instructions.

Report all accidents, regardless of how minor, involving a powered industrial vehicle. Report should be made immediately to the operator's supervisor and to EHS

## 6. TRAINING

Equipment operators must successfully complete the Wake Forest University Powered Industrial Operation Training Program.

The training program includes classroom instruction and operational training.

*Classroom training* consists of:

Review of operational handbook from manufacturer.

Review video on safe equipment operation.

Review of equipment safety procedures.

Written test.

*Operational training* consists of:

Powered Industrial Heavy Equipment Inspection Form criteria checklist procedure.

Proper use of controls.

Maneuvering skills.

Selecting and picking up loads.

Driving with a load.

Stacking and moving loads.

Dock safety (if applicable).

Refueling/charging operations.

Any other information deemed pertinent to the operation of the vehicle.

Operator must demonstrate the ability to operate the vehicle according to manufacturer's established standard while being observed by a competent operator/instructor.

If an employee has attended classroom training but has not developed the required skills to safely operate the vehicle, the employee will not be authorized to operate the equipment alone until they successfully complete the testing requirement of the competent operator/instructor.

Refresher training will be provided to an operator when:  
The operator has been involved in an accident or near-miss *or*  
if the work area has changes that may affect safe operations of the equipment.

Re-evaluation of equipment operators will be conducted every three years.

6. **REVISIONS**

<b>REVISION</b>	<b>REVISION DATE</b>
Revision to signing authority change – Associate Vice President, Strategy and Operations, and change of EHS Office to EHS.	<b>1/22/2015</b>